

Department of the Interior, U.S. Fish and Wildlife Service Job Analysis

Title: Realty Specialist

Series: 1170

Grade: GS-11

Org Code:

Position Number: R3-124

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Negotiates with private landowners and public agencies for acquisition of real property.	Ability to communicate effectively both orally and in writing for the purpose of representing the Service in real property negotiations with land owners, attorneys, other agencies, etc.	Yes	No	1	Required for this position
Procures & reviews abstracts of title, title certificates, or title insurance and prepares purchase contract and other documents.	Ability to solve land title problems and prepare legal documents such as purchase contract and other related documents.	Yes	No	1	Required for this position
Performs actions necessary to dispose of real property. Processes permits for subordinate use of land.	Ability to process real estate transactions and to apply appropriate laws, regulations, and procedures governing acquisition, disposition, and management of real property.	Yes	No	1	Required for this position
Maintains statistical records of real property.	Knowledge of manual and automated realty record keeping procedures and reporting requirements.	Yes	No	1	Required for this position
Examines lands proposed for acquisition to include analysis of appraisal problems. Advises and explains the provisions of Public Law 91-646.	Knowledge of real estate and appraisal principles, procedures, and documents involved in the acquisition, disposal, and management of real property (include any knowledge or experience using Public Law 91-646).	Yes	No	1	Required for this position